

DATE: September 07, 2016

TO: Honourable Mayor Bevilacqua and Members of Council

FROM: Kevin Shapiro, Director of Internal Audit

RE: **REPORT #9, ITEM 1, OF THE SEPTEMBER 6, 2016 FINANCE, ADMINISTRATION AND AUDIT COMMITTEE**

Purpose

To provide an update on the information requested at the September 06, 2016 meeting of the Finance, Administration and Audit Committee regarding the implementation of recommendations related to the Vaughan Fire and Rescue Service (VFRS) Driver Certification Program (DCP).

Background

At the September 6, 2016 meeting of the Finance, Administration and Audit Committee, a request was made by the Committee for a further update on the status of the recommendations which were reported in the Internal Audit Report – MTO Driver Certification Program Specified Procedures Inspection – Vaughan Fire and Rescue Service.

Follow up of Internal Audit recommendations through Management Action Plans (MAPs) is performed to ensure that management actions have been effectively implemented and appropriate controls and processes have been put in place to mitigate risks identified during the audit.

For every recommendation, management provides Internal Audit with the name of the individual who is accountable and responsible for implementing the MAPs and an estimated completion date. Internal Audit assesses the estimated completion date for reasonableness and timeliness of the action, based on the assessed risk.

Action plans that have been completed and vetted by Internal Audit prior to the conclusion of the audit will be noted as such in the report. At the conclusion of this audit on July 1st, 2016 all five recommendations were still in the process of being actioned by VFRS.

During the September 06, 2016 meeting, in response to a Committee member's inquiry, Chief Bentley indicated that all the report recommendations have now been implemented through the VFRS Training Division.

VFRS provided the following information to Internal Audit on September 6th so that we could commence our follow up activities to confirm that the recommendations have been actioned:

- Audit Recommendation: Revise the road test routes as directed by the MTO, and submit for their approval.

Action Taken by VFRS: On July 11th, 2016 VFRS submitted road test routes to the MTO and copied Internal Audit on the email submission. Confirmation of route approval was received from the Ministry on the same day.

- Audit Recommendation: Adopt the standard MTO road test evaluation form, or submit an alternate form to the MTO for approval.

Action Taken by VFRS: VFRS has ordered a supply of the standard MTO evaluation forms from the Ministry and will use these going forward.

- Audit Recommendation: Include a copy of the route used for each license upgrade road test in the corresponding Driver File.

Action Taken by VFRS: VFRS has issued a memorandum with instruction to all DCP Signing Authorities to ensure that appropriate records are included in the corresponding Driver Files in accordance with Ministry requirements. A copy of the memorandum has been provided to Internal Audit for our records.

- Audit Recommendation: Develop a daily agenda and daily sign-in sheets for the driver training course, and keep all sign-in sheets for completed courses in the DCP Master File.

Action Taken by VFRS: VFRS has prepared a daily agenda for the driver training course listing topics and timing of instruction, and has developed a sign-in sheet template to be used in all future driver training courses and filed when completed in the DCP Master File. Copies of the agenda and sign-in sheet template have been provided to Internal Audit for our records.

- Audit Recommendation: Develop and implement standard procedures for data entry in the DCP online system and seek clarification from the MTO when appropriate.

Action Taken by VFRS: VFRS has issued a memorandum with instruction to all DCP Signing Authorities to ensure that data entry in the DCP online system is performed in a consistent and timely manner, and has provided a copy of the memorandum to Internal Audit for our records.

Conclusion

Internal Audit has determined that subsequent to the completion of the Specified Procedures Inspection, Vaughan Fire and Rescue Service has now implemented all recommendations contained in the Internal Audit Report – MTO Driver Certification Program Specified Procedures Inspection – Vaughan Fire and Rescue Service.

Attachments

None.

Report prepared by:

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Respectfully submitted,

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